

III. PROJECT SELECTION PROCESS

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Preliminary Review

The LCDBG Staff will review each application to determine the following:

1. Timeliness of Submission – Applications that are postmarked after the deadline date will be returned to the applicant unopened and **will not be considered for funding**.
2. Completeness of the Application – Applications will be reviewed for completeness. Failure to include all forms or the inclusion of incomplete forms may result in a lower overall score.

If the determination is made during the review that the application did not contain items necessary to accurately rate the application, did not include all required forms, involved a local survey that was not conducted on a random or representative basis, or was poorly packaged, etc., then a letter detailing the inadequacies of the application will be sent to the applicant. If the next housing or public facility application submitted by the local governing body is also deemed inadequate, then a point(s) or fraction thereof may be deducted from the overall score assigned to that subsequent application. This procedure applies to all types of applications, whether they are funded or not funded.

3. Activity Eligibility – State staff will review each proposed activity to determine that it is an eligible activity that meets one of the two national objectives identified on page 3 of this application package. **Ineligible activities will not be rated.**

Applicant Selection

After preliminary review, all public facilities applications that meet the threshold criteria described in Chapter II of this application package will be rated/scored according to the rating criteria described in the State's FY 2006 Consolidated Annual Action Plan.

The rating system described in the Proposed Plan did not include project severity points for street project applications. However, there will be points assigned for severity for street applications. These points and methodology for their assignment are described below, and will be included in the Final FY 2006 Consolidated Annual Action Plan which will be submitted to HUD in November or December, 2005.

Each street being applied for will be inspected by the Office of Community Development and will be given a condition rating. Sample forms that the Office of Community Development will use are shown on the following pages. These forms are included to provide information only; the consulting engineer will **not** be required to complete these forms. Unpaved streets will receive a condition rating of 70. A weighted average will be determined by multiplying a particular street's condition rating by that street's surface area. The sum of the figures for all of the streets in the application will be divided by the total

surface area of all the streets to determine the weighted condition rating. The following example more clearly illustrates how this will be accomplished.

(a) Street	(b) Length (Ft.)	(c) Width (Ft.)	(d) Area (Sq. Ft.)	(e) Condition Rating	(f) (d) x (e)
Elm Street	1,000	18	18,000	70	1,260,000
Oak Street	1,200	20	24,000	78	1,872,000
Ash Street	800	16	12,800	80	1,024,000
Cedar Street	800	18	14,400	74	1,065,600
Pecan Street	900	20	18,000	62	1,116,000
TOTALS			87,200		6,337,600

Weighted condition rating = $6,337,600/87,200 = 72.68$

Points for project severity will be determined by dividing the weighted condition rating by 10. A maximum of 10 points will be awarded for project severity on street projects. For the above example the project severity score would equal $72.68/10 = 7.268$ points which will be rounded to 7.3 points.

The Office of Community Development will not enter rating data from any applications that do not meet the threshold criteria identified in Chapter II of this application package as of December 16, 2005. Therefore, those applications will not be in consideration for funding for the FY 2006 program year. For the second year of the funding cycle, FY 2007, the Office of Community Development will enter rating data from any applications that meet the threshold criteria as of December 15, 2006. This may cause a change in the points awarded under the cost effective criteria; the points awarded under cost effectiveness are relative to the other applications that are being considered. Since additional applicants may meet the threshold criteria for FY 2007, there may be changes in the points awarded under cost effectiveness and in the ranking of the projects.

Public infrastructure applications will be assigned raw scores, then ranked highest to lowest. The State may conduct a site visit on any of the applications received. Site visits will verify the information provided in the application. If a site visit discloses information conflicting with that included in the application or the intent of the program, the State will exercise administrative discretion in making the determination as to whether or not the application will receive further consideration, or an adjustment to the score and/or the application itself. Selected applicants *may* be contacted by telephone to arrange a time to visit and to identify items the State will review while on site. Items not specifically mentioned during this phone call *may* be reviewed during the site visit.

CONDITION RATING SYSTEM (FOR ASPHALT PAVEMENTS)

Applicant: _____ Appl. No.: _____

Name of Street: _____

Length: _____ Avg. Width: _____ Area: _____

Engineer's Proposal: _____

DEFECTS

RATING

Cracking 0-25 _____
(Transverse, longitudinal, shrinkage, fatigue, reflection, edge cracking)

Distortion 0-25 _____
(Rutting, corrugations, shoving, depressions, upheaval)

Disintegration 0-25 _____
(Potholes, patch deterioration, raveling)

Overall Riding Quality 0-25 _____

Distressed Area Percentage: _____ Total Rating (Sum of Defects): _____

Comments: _____

CONDITION RATING SYSTEM (FOR P.C.C. PAVEMENTS)

Applicant: _____ Appl. No.: _____

Name of Street: _____

Length: _____ Avg. Width: _____ Area: _____

Engineer's Proposal: _____

DEFECTS

RATING

Cracking 0-25 _____
(Transverse, longitudinal, diagonal, corner, durability cracking)

Distortion 0-25 _____
(Faulting)

Disintegration 0-25 _____
(Spalling, scaling, blow-ups, patch deterioration, popouts)

Overall Riding Quality 0-25 _____

Distressed Area Percentage: _____ Total Rating (Sum of Defects): _____

Comments: _____

Appeals

Applicants may meet with State staff to review their application and program scores any time after grant awards have been announced. When an applicant requests an appeal, the following procedures apply:

1. Appeals will be granted only on the basis of miscalculation of numerical factors.
2. Applicants must submit a written request for an appeal within ten working days after notice of denial is received.
3. The State will respond in writing to appeal requests within ten working days.

Complaint Procedures

Persons wishing to object to the approval of an application by the State may make such objection known to the Office of Community Development, Division of Administration. The State will consider objections made only on the following grounds:

1. The applicant's description of needs and objectives is plainly inconsistent with available facts and data;
2. The activities to be undertaken are plainly inappropriate in meeting the needs and objectives identified by the applicant; and
3. The application does not comply with the requirements set forth in the FY 2006 and FY 2007 Action Plans or other applicable laws.

All complaints of this nature must be submitted to the Office of Community Development in writing. Such complaints must specifically identify the grounds upon which the complaint is being made. All objections must be supported by data to document the allegation.

